

Performance Management Overview

Reference Guide

Step	Employee Responsibilities
One	<i>Review the goals and priorities of the IC and your organization and determine what you can do to help achieve them.</i>
	<i>Help establish the strategic mission goals, as appropriate.</i>
	<i>Pay attention to any changes pertaining to higher level goals and priorities and, when applicable, meet with your manager/supervisor to propose corresponding changes to your goals and objectives.</i>
Steps one and two align with the DCIPS Plan step	
Two	<i>Be an active participant in the objective/goal setting meeting; ask for clarification and share concerns.</i>
	<i>Ensure your performance objectives and goals support your organization's mission and are aligned appropriately for your position.</i>
	<i>Establish a method and consistent interval in which you track and record your accomplishments.</i>
Step three aligns with the DCIPS Develop and Monitor step	
Three	<i>Strive to develop an effective working relationship with your manager/supervisor.</i>
	<i>Observe and learn from others performing similar tasks.</i>
	<i>Seek developmental feedback and input about expectations from your manager/supervisor.</i>
Steps four, five and six align with the DCIPS Rate step	
Four	<i>Ask for guidance pertaining to format and length specifications for your report.</i>
	<i>Write to your performance objectives and elements; focus on impact and results.</i>
	<i>Review the standards so you can include examples in your self-report of accomplishments that support the standard you feel you met.</i>
Five	<i>Make yourself available to your rater in case there are questions pertaining to your self-report of accomplishments.</i>
Six	<i>Review notes about your accomplishments to prepare for your review session.</i>
	<i>During your review, be an active participant by asking for clarification, sharing concerns, and collaborating about how to positively influence the next evaluation period.</i>
DCIPS Reward step	
	<i>The natural output of the DCIPS performance management cycle is reward which is administered at your organization's level and is not addressed in this overview course.</i>
Performance Management Drivers	<i>The success of performance management increases dramatically when each step is implemented with these factors in mind: understanding, open communication, trust, respect, and goodwill.</i>